

*Office of the County Clerk*  
*Diana Alba*  
*County Clerk*

It is required by Statute (NRS 602.010) that every person doing business in the state of Nevada under an assumed or fictitious name which does not show the real name of each person who owns an interest in the business must file with the County Clerk of each county in which the business is being conducted a certificate containing the information required by NRS 602.020

On January 2, 2002, Clark County Code 7.24 was amended to require that fictitious firm names be renewed every five years. All certificates filed before January 1, 1998 expired on December 31, 2002. Certificates filed after January 1, 1998 shall expire on the last day of the sixtieth month from the date of filing. Reminder notices will be sent to the most recent mailing address on file with our office approximately 60 days prior to the expiration date.

- A search of the records is advised prior to filing. A database search can be done in person for no charge at one of the locations indicated below. Individuals may also search our database from our Web site <http://www.accessclarkcounty.com/depts/clerk/Pages/FFN.aspx>
- **The filing of a fictitious firm name does not give exclusive rights to the use of that name.** A fictitious filing is required by statute (NRS 602.010) and is also required by the business license office before issuing a license under a fictitious Name.
- A person doing business in this state without complying with the requirements of this chapter or having falsely filed a certificate of termination, is guilty of a misdemeanor (NRS 602.090)
- Each individual business name must have a separate filing. Multiple fictitious names cannot be included on a single certificate.
- Fictitious firm name or termination forms may be obtained from attorneys, local banks, our office, or on our web page. Forms must be properly completed and all signatures affixed, prior to being presented for filing.
- Filings, changes, terminations and renewals may be submitted in person at any County Clerk location on the days and during the hours set forth below. For your convenience, filings, renewals, changes and terminations may be submitted by mail using the mailing address P.O. Box 551604, Las Vegas, NV 89155-1604.
- Please submit:
  - The form with original signature
  - Two copies of the signed form
  - Filing Fee (as listed below)
  - If mailing, include a self-addressed stamped envelope and mail to address indicated above.
- **Name/Address Change Form is used for address changes and name changes of an existing owner only, and may not be used to change the name of the business.** There is no fee for changing an existing owner's name or the address of an owner or business.

Filing Fees must be paid by cash check or money order made payable to County Clerk. You can pay with a major credit card (American Express, Discover, MasterCard, or Visa). There is an additional \$5.00 service charge when paying by credit card. Debit cards are not accepted unless they are a combination debit/credit card.

Fictitious Firm Name Fees:

Copies	\$ 1.00
Certification	\$ 6.00
New Filings	\$20.00
Renewal	\$20.00
Searches	\$ 1.00 per name per year
Terminations	\$15.00
Change of owner name or change of address	No Charge

<b>County Clerk's Office</b> <b>Regional Justice Center</b> <b>200 Lewis Ave., 5<sup>th</sup> Floor</b> <b>Las Vegas, NV 89155</b>  <b>Mon.-Fri. 8AM – 5PM</b>  <b>Closed all legal holidays</b>	<b>County Clerk's Office</b> <b>Commission Division</b> <b>1<sup>st</sup> Floor and 6<sup>th</sup> Floor</b> <b>500 S. Grand Central Pkwy.</b> <b>Las Vegas, NV 89155</b>  <b>Mon.-Fri. 8AM – 5PM</b>  <b>Closed all legal holidays</b>	<b>County Clerk's Office</b> <b>Laughlin Office</b> <b>101 Civic Way</b> <b>Laughlin, NV 89029</b>  <b>Thurs.-Sat. 8:30AM – 5PM</b>  <b>Closed Noon-12:30 p.m.</b> <b>Closed all legal holidays</b>	<b>County Clerk's Office</b> <b>Mesquite Office</b> <b>500 Hillside Dr.</b> <b>Mesquite, NV 89027</b>  <b>Wed. 8AM – 3:30PM</b> <b>Fri. 3PM – 9PM</b> <b>Sat. 9AM – 3PM</b> <b>Closed all legal holidays</b>	<b>County Clerk's Office</b> <b>Henderson Office</b> <b>240 S. Water Street</b> <b>Henderson, NV 89015</b>  <b>Thurs. 8:30AM-5PM</b>  <b>Closed Noon-12:30 PM</b> <b>Closed all legal holidays</b>
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